

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/14/12 de

ANNOUNCEMENT NO. 119

GERIATRIC OUTREACH WORKER

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an [OPEN](#) examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$10.00 - \$21.52** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK UP in the civil service office TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION ON THE FOLLOWING DATES FROM 8:30 A.M. ON FRIDAY, SEPTEMBER 28, 2012 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 4, 2012.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 4, 2012.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under general supervision, locates and contacts elderly persons who may be in need of services. Determines which services, benefits, or entitlements they may be in greatest need of. Determines which agencies or individuals may best provide the necessary services. Assists the elderly in making contact with the proper authorities. Intervenes in crisis situations involving the elderly and performs related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. Four years of full time experience in Human Services dealing with older persons is required. (Substitution: A Bachelor's Degree in Gerontology, Education, Social Work, or a closely related field from a four-year accredited college or university may substitute for experience.) A valid State of Ohio Driver's License is required. Bilingual is preferred. Must comply with the fingerprint-based records check required under Revised Code Section 173.394.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable by cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

NOTE: Those persons who are residents of the City of Cleveland for at least one year and who received a passing scores shall have (10) additional points added to their grades. A copy of acceptable proofs of residency is included with each application.

AN EQUAL OPPORTUNITY EMPLOYER